



CHECKLIST FOR OPERATIONS AND MAINTENANCE SITE PLAN

May 2019

An Operation and Maintenance (O&M) Site Plan shall be prepared for all projects that include post-construction water quality facilities. The purpose of the O&M Site Plan is to document pertinent information for the Owner/Operator to assist in the long-term maintenance of post-construction control measures (CMs), including identifying all functional elements, how to access the CM, and any unique maintenance considerations of the water quality facility. O&M Site Plans shall include the following information, at a minimum. Please submit a completed checklist with but separate from the O&M Site Plan and Maintenance Agreement.

GENERAL PLAN REQUIREMENTS

- Vicinity Map with north arrow
- Legend for identifying features/linetypes on drawing
- Labels for all streets/roadways (including linework for edge of street, street name, and right-of-way width) and jurisdictional boundaries
- Linework for right-of-way lines, lot lines, easements, tracts, and major drainageways
- Labels for all CMs including a summary table when multiple CMs are present. Table should include the CM name, treatment area, and type of treatment provided (such as WQCV, 20/10, Pollutant Removal, etc.).
- Labels for all stormwater infrastructure consistent with what is shown on the construction drawings
- Include Case Number(s) on the lower left-hand corner of the sheet
- Site grading to a level of detail sufficient to show drainage patterns
- For sites utilizing a regional facility, provide a note stating the location and name of the regional facility

ACCESS REQUIREMENTS

- Show the means for SEMSWA to legally access the CM (to the easement for the CM) from the right-of-way. This can be accomplished with notes and arrows depicting the access path to the CMs.
- If the CM is proposed to be located in an enclosed or fenced area, include notes that specify how the CM can be accessed, including any contact information necessary for access (name, title, phone number, etc.)
- If the site has secure areas (such as within an airport, gated community, or school), note coordination requirements to access the property, including any contact information necessary for access (name, title, phone number, etc.)

CONTROL MEASURE DETAILS

- Note if specific vegetation is required for the CM to function appropriately (such as sand-grown sod within RGs or native turf-forming grass seed mixes for infiltration CMs).

ADDITIONAL INFORMATION

- Include a note to "Refer to Standard Operating Procedures (SOPs) for each Control Measure, available on SEMSWA's website at www.semswa.org, for the maintenance required for each water quality facility."
- Note if there are special considerations for the maintenance of the CM
- If the CM is utilized by more than one property, include a note that references the properties and specifies maintenance responsibilities for each property (in accordance with the Maintenance Agreement)



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Sites that include an Extended Detention Basin (EDB) or Modified Extended Detention Basin (MEDB), include the following additional information, at a minimum:

PLAN VIEW REQUIREMENTS

Location and labels for all functional elements of EDB: inflow structure(s), forebay, micropool, trickle channel, access road, outlet works, spillway, maintenance access ramps, embankment
Contours
Utilities in vicinity of EDB

PROFILE VIEW REQUIREMENTS

Location and labels for all major features of EDB: inflow structure(s), forebay, micropool, trickle channel, maintenance access road and ramps, outlet works, spillway, embankment
Invert elevations at major features of EDB (inflow structure(s), forebay, micropool, outlet work(s))
Water surface elevation of all applicable storm events (100-yr, EURV, WQCV and the micropool elevations)
Label for upper and bottom stages for EDB

DETAIL REQUIREMENTS

Seed mix
Water quality and orifice plate details
Maintenance access road detail
Trickle channel typical section
Forebay cross sections
Forebay release structure detail
Spillway detail(s), including cutoff wall



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Sites that include a Sand Filter Basin (SF), include the following additional information, at a minimum:

PLAN VIEW REQUIREMENTS

Location and labels for all functional elements of SF: inflow structure(s), forebay and/or energy dissipation structures, outlet works, walls, maintenance access, underdrain

Contours

Utilities in vicinity of SF

DETAIL REQUIREMENTS

Side slope seed mix or vegetation tables

Outlet structure detail/typical section

Orifice Plate detail

Typical SF cross section

Underdrain detail including labels for the depth and type of fill media and diameter of perforated pipe

Wall details, including any spray on or impermeable liner



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Sites that include Bioretention or a Rain Garden (RG), include the following additional information, at a minimum:

PLAN VIEW REQUIREMENTS:

- Location and labels for all functional elements of RG: inflow structure(s), forebay and/or energy dissipation structures, outlet works, walls, maintenance access, vegetation, irrigation-, underdrain
- Contours
- Utilities in vicinity of RG

DETAIL REQUIREMENTS

- Seed mix, sod, or vegetation tables
- Outlet structure detail/typical section
- Overflow details
- Orifice Plate detail
- Typical RG cross section
- Underdrain detail including labels for the depth and type of fill media and diameter of perforated pipe
- Wall details, including any spray on or impermeable liner



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Sites that include a Grass Buffer (GB), include the following additional information, at a minimum:

PLAN VIEW REQUIREMENTS

Location and labels for all functional elements of GB: inflow structure(s) including level spreader, vegetation, underdrain associated with swale if applicable, slopes, irrigation
Contours
Utilities in the vicinity of GB

DETAIL SHEET REQUIREMENTS

Location and labels for all functional elements of GB: inflow structure(s) including level spreader, underdrain, slopes, infiltration media (can be summarized in a table)
Key elevations at inflow or level spreader, swale, outlet structure and slope throughout
Seed mix, sod, or vegetation tables
Typical GB section including typical horizontal and vertical dimensions, slopes, infiltration media, and underdrain.
Inflow or level spreader detail(s) and/or cross section
Underdrain detail including labels for the depth and type of fill media and diameter of perforated pipe



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Sites that include a Grass Swale (GS), include the following additional information, at a minimum:

PLAN VIEW REQUIREMENTS

Location and labels for all functional elements of GS: inflow structure(s), vegetation, underdrain, sideslopes, irrigation
Contours
Utilities in the vicinity of GS

DETAIL SHEET REQUIREMENTS

Location and labels for all functional elements of GS: inflow structure(s), underdrain, slopes with arrows, infiltration media (can be summarized in a table)
Key elevations at major features of GS (inflow structure(s))
Typical GS section including typical horizontal and vertical dimensions, sideslopes, infiltration media, and underdrain.
Underdrain detail including labels for the depth and type of fill media and diameter of perforated pipe
Water surface elevation of all applicable storm events (100-yr, 2-yr)